**Artifact 5B Expectations and Examples of Evidences**

*Note: Students should print and reference extended explanation of artifacts with associated rubrics in MELS handbook on pages 68-74.*

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| ***Artifact*** | ***Expectations*** | ***Examples of Evidences*** |
| Artifact 5B | * Develop a needs assessment based on the TWCS data * Assessment should include the following:   + Background description of the setting   + Clear statement of the purpose of the needs assessment   + A list of participants who participated during the needs assessment process and at what stage of the process the participants were active   + An analysis of the findings; and a   + Set of recommendations that identify strategies that will help lead the school to a safer, more culturally diverse environment for teaching and learning. | **Note: All of these items should be included as evidences.**   * Copy of notes you share with your team based upon your Artifact 5A reflection. * Minutes from the meeting with your team in which they help you develop the needs assessment focus. (Your team will help you decide which area(s) to focus your need assessment on based upon information you share with them.) * In your minutes, include all recommendations made by team members and notes regarding how you work through areas of disagreement among team members. Make sure to note diverse opinions. Additionally, include how you led the team to consensus. * Copy of the needs assessment instrument (either survey questions or focus group questions) * Analysis of the results of survey questions or focus group questions * Recommendations based upon results of survey or focus group   + Recommendations must include strategies that improve the school environment for teaching and learning with attention paid to issues of diversity and equity. |